

**Annual Report  
on the Representation of Women,  
Racial/Ethnic Minorities and People With Disabilities  
on City of Madison Committees,  
Commissions and Boards**

The Mayor's Office  
Affirmative Action Commission  
Department of Civil Rights



Respectfully submitted to the Common Council  
In Response to Resolution # 06424

June 5, 2008

## **Introduction**

The City of Madison and the Affirmative Action Commission promote equal rights and opportunities for all of the City of Madison's residents. The Affirmative Action Commission believes that the City is best served by the full participation of residents in the governing process, and by ensuring that the composition of the City's various committees, commissions and boards represents the diversity found in the broader Madison community.

## **Resolution Tasks**

The Madison Common Council passed Resolution 06424-Version 3 (Attachment 1) on June 19, 2007, which requested a study and recommendations to improve the balance of women, racial/ethnic minorities and people with disabilities in City of Madison committees, commissions and boards.

## **Scope and Process**

The Affirmative Action Commission created a subcommittee to respond to both this resolution and Resolution 06423, the request for study on representation of women, racial/ethnic minorities and people with disabilities. The subcommittee members, Vicky Selkove, Joel Walters, Augustine Tatus, Jason Delborne, Bert Zipperer and Affirmative Action staff met monthly starting in the summer of 2007 and reported back to the full Commission. The Commission, along with Affirmative Action Division staff worked with the Mayor's staff to obtain and analyze data on the gender, racial/ethnic and disability status of those currently serving on all Madison committees, commissions and boards. The Commission compared these findings to Census information about the City of Madison population.

## **Resolution Findings**

The following tables detail the breakdown of City of Madison committee, commission and board members by race/ethnicity (Table 1) and gender (Table 2). Both tables compare the data about committee membership with 2006 Census data.

It must be noted that nearly 8% of current committee members did not complete the statistical data indicating what race/ethnicity they are, so the sample contains a relatively large number (47) of current members whose racial/ethnic status is "unknown." Table 1 reveals that, out of a total of 602 members serving on City committees, commissions and boards as of June 18, 2007: 78.24% are White, 7.97% are Black, 2.49% are Hispanic/Latino, 1.66% are Asian, 0.33% are American Indian/Alaskan Native, and 1.50% indicate that they are members of an "other" race or ethnic group. #

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# Applicants are allowed to self-identify and these statistics reflect that number.

Table 2 reveals that 40.20% of committee, commission or board members are women.

The review of available data also indicates that 6.81% of committee, commission or board members are people with a disability.

Table 1

<b>Race/Ethnicity and Disability Breakdown for City of Madison Committee, Commission and Board Members &amp; Comparison to Overall City Population</b>					
<b>Race/Ethnicity</b>	<b>Commission/ Committee / Board Members as of June 18, 2007</b>		<b>City of Madison Population Source: 2006 American Community Survey (ACS) Census</b>		<b>Difference (+ or -)</b>
	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>%</b>
<b>White (not of Hispanic Origin):</b> All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.	471	78.24%	165,882	77.48%	0.76%
<b>Black or African American, (not of Hispanic origin):</b> All persons having origins in any of the Black racial groups of Africa.	48	7.97%	15,839	7.40%	0.58%
<b>Hispanic or Latino:</b> All persons of Hispanic origin, in particular those who indicated that their origin is Mexican, Puerto Rican, Cuban, Central or South American, or some other Hispanic origin.	15	2.49%	13,009	6.08%	-3.58%
<b>Asian or Pacific Islander:</b> All person having origins in any of the original peoples of the Far East, Southeast Asia, of the Indian subcontinent or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.	10	1.66%	13,540	6.32%	-4.66%
<b>American Indian or Alaskan Native:</b> All persons having origins in any of the original peoples of North and South American (including Central America) and who maintains tribal affiliation or community attachment.	2	0.33%	753	0.35%	-0.02%
<b>Other (not of Hispanic origin)</b>	9	1.50%	367	0.17%	1.32%
<b>Two or More Races (not of Hispanic origin)</b>	0	0.00%	4,708	2.20%	-2.20%
<b>Unknown</b>	47	7.81%	-	-	-
<b>Total</b>	602		214,098		
<b>Total Racial/Ethnic Minorities</b>	84 <sup>#</sup>	13.95%	48,216	22.52%	-8.57%
<b>People with a Disability Total</b>	41 <sup>#</sup>	6.81%	20,847 <sup>##</sup>	10.00%	-2.19%

<sup>#</sup> Applicants are allowed to self-identify and these statistics reflect that number.

<sup>##</sup> This is an estimate of the people with disabilities, which is estimated at 10% of the population, these are statistics used in reporting.

Table 2

<b>Gender Breakdown for City of Madison Committee, Commission and Board Members &amp; Comparison to Overall City of Madison Population</b>					
<b>Gender</b>	<b>Commission Committee / Board Members as of June 18, 2007</b>		<b>City of Madison Population Source: 2006 Census</b>		<b>Difference (+ or -)</b>
	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>%</b>
<b>Female</b>	242	40.20%	109,696	51.23%	-11.04%
<b>Male</b>	360	59.80%	104,402	48.76%	+11.04%
	602		214,098		

Data was not broken down by individual committees, commissions or boards to determine if certain bodies had higher representation of women, racial/ethnic minorities or people with disabilities than do other bodies. This more detailed analysis should be a central part of future reviews to ensure that diverse committee composition is not just occurring on a few of the City’s committees, but is spread throughout the numerous commissions, committees and boards.

## **Recommendations**

The analysis of this data and the comparison to the Census data about Madison’s population reveals that there is opportunity to expand participation in Madison’s various governing bodies by women, members of racial/ethnic minorities, and people with disabilities. Our recommendations can be broken into two areas: A) Revising the Appointment Application and B) Outreach.

### **A) Revising the Committee, Commission and Board Appointment Application**

The Commission has made recommendations to update the City of Madison Appointment Application with user-friendlier, accessible language to facilitate resident application for these various bodies. The current City of Madison Appointment Application form is Attachment 2. The suggested revisions are contained in Attachment 3.

1. The Commission also has made suggestions that will encourage applicants to self-identify their racial/ethnic minority and disability status to better enable the City to track whether the diversity in the City’s population is in fact being reflected in committee, commission and board appointments.
2. Change the title of the current application form from, City of Madison Committee Appointment Application to City of Madison Committee, Commission and/or Board Appointment application.

3. Add language to indicate that self-identification information is not utilized in determining whether or not someone is appointed, but is requested to track and enhance diversity in our commissions, committees and boards.
4. Update the race/ethnicity self-identification to include descriptions of each race/ethnic group and provide applicants the opportunity to identify themselves as bi or multi-racial, which the current application does not do.
5. Add language under the heading "Committees/Commissions/Boards of interest to you" allowing the applicant to specify at least three, or up to five, committees that he/she is interested in serving on.
6. Remove the question asking whether an individual is a registered voter. This question is not relevant to the appointment process and may be discouraging to potential applicants.
7. Add a question to learn how the applicant learned about the vacancy to help track outreach efforts and provide valuable information on who/where most applicants are learning of city committees, commissions and boards.
8. Request that by June 1, 2008, the Mayor set a deadline for all current commission, committee and board members to complete and submit the appointment data sheet (Attachment 3).
9. Consider adding language allowing applicants to self-identify any other characteristics or memberships in protected classes that they believe would be beneficial (e.g. race, color, religion, sex, national origin or ancestry, age, arrest or conviction record, marital status, familial status, that fact that an individual is a student, physical appearance, disability, sexual orientation, political beliefs, source of income, or less than honorable discharge from the military).

The Commission believes that, in order to more fully ensure diversity in our City's committees, commissions and boards, expanded outreach is in order. This outreach should be viewed as a shared responsibility of: the Mayor's office (which processes and makes appointments to all committees), the Department of Civil Rights and its three commissions (AAC, EOC, CPD), the Common Council and others who share the Affirmative Action Commission's goal of ensuring diversity in all of our critically important governing bodies.

1. Create a brochure that describes the city's governing process and provides an overview of the commission/committee/board structure, explains the vital role that these bodies play, encourages residents to apply, and explains the appointment process.
2. Communicate opportunities for participation to underrepresented groups through websites, brochures and advertisements using clear, understandable language.

3. Urge City Channel 12 to expand and diversify coverage of commissions, committees and boards and to possibly shadow a committee member for a segment to show the public what resident participants on city commissions do.
4. Distribute appointment applications and brochures promoting participation in committees, commissions and boards at summer festivals, to reach a diverse audience.
5. Conduct educational programs for communities describing opportunities to participate in local government.
6. Conduct outreach programs that educate such as 100 Black Men, LaSup (Latino Support Network), Communities United (CU) and other interested community organizations about opportunities for participation in local government.
7. Review on an annual basis the membership and diversity among City committees, commissions and boards to monitor trends in participation and to determine whether outreach techniques are successful.

## **Attachments**

Attachment 1: Resolution # 06424

Attachment 2: City of Madison Appointment Application

Attachment 3: Revised City of Madison Appointment Application



# City of Madison

City of Madison  
Madison, WI 53703  
www.cityofmadison.com

## Master

**File Number: 06424**

**File ID:** 06424

**File Type:** Resolution

**Status:** Passed

**Version:** 3

**Reference:**

**Controlling Body:** AFFIRMATIVE  
ACTION  
COMMISSION

**Lead Referral:** AFFIRMATIVE ACTION  
COMMISSION

**File Created Date :** 05/09/2007

**File Name:** Request for a study and recommendations to improve  
gender balance in City of Madison committee,  
commission and board appointments.

**Final Action:** 06/19/2007

**Title:** AMENDED SUBSTITUTE - Request for a study and recommendations to improve the balance of gender women, racial/ethnic minorities and people with disabilities balance in City of Madison committee, commission and board appointments.

**Notes:**

**CC Agenda Date:** 06/19/2007

**Agenda Number:**

**Sponsors:** Brenda K. Konkell, Lauren Cnare, Satya V. Rhodes  
Conway, Marsha A. Rummel, Robbie Webber, Larry  
Palm, Tim Gruber, Brian L. Solomon, Michael E.  
Verveer, Joseph R. Clausius, Julia S. Kerr and Eli  
Judge

**Enactment Date:** 06/26/2007

**Attachments:** 06424.pdf ,06424 substitute.pdf

**Enactment Number:** RES-07-00632

**Author:** Ald. Brenda Konkell

**Hearing Date:**

**Entered by:** Debbie Fields 608-266-4071

**Published Date:**

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Council Office	05/09/2007	Fiscal Note Required / Approval	Comptroller's Office/Approval Group		06/19/2007	
1	Comptroller's Office/Approval Group	05/09/2007	Fiscal Note Pending	Council Office		05/09/2007	
1	Council Office	05/09/2007	Referred for Introduction				
1	COMMON COUNCIL	05/15/2007	Refer	AFFIRMATIVE ACTION COMMISSION		06/12/2007	

1	AFFIRMATIVE ACTION COMMISSION	05/16/2007	Fiscal Note Required / Approval	Comptroller's Office/Approval Group	06/19/2007	
1	Comptroller's Office/Approval Group	06/12/2007	Fiscal Note Pending	AFFIRMATIVE ACTION COMMISSION	06/12/2007	
1	AFFIRMATIVE ACTION COMMISSION	06/12/2007	RECOMMEND TO COUNCIL WITH THE FOLLOWING RECOMMENDATIONS - REPORT OF OFFICER			Pass
2	Council Office	06/19/2007	Fiscal Note Required / Approval	Comptroller's Office/Approval Group	06/19/2007	
2	Comptroller's Office/Approval Group	06/19/2007	Approved Fiscal Note By The Comptroller's Office (SUBSTITUTES)	Council Office	06/19/2007	
3	COMMON COUNCIL	06/19/2007	Adopt With Amendment(s)			Pass

**Text of Legislative File 06424**

**Fiscal Note**

The Department of Civil Rights has estimated that costs for the study might require up to \$500 for staff overtime expense. These costs can be absorbed within the DCR 2007 Adopted Operating budget.

**Title**

AMENDED SUBSTITUTE - Request for a study and recommendations to improve the balance of gender women, racial/ethnic minorities and people with disabilities balance in City of Madison committee, commission and board appointments.

**Body**

WHEREAS, it appears that men are appointed to City of Madison committees, commissions and boards in much higher numbers than women, racial/ethnic minorities and people with disabilities; and

WHEREAS, the City of Madison strives to achieve gender balance among women, racial/ethnic minorities and people with disabilities in not only paid positions but volunteer positions within the City of Madison; and

WHEREAS, the Common Council confirms appointments to City of Madison committees, commissions and boards;

NOW, THEREFORE, BE IT RESOLVED that the Common Council requests that the Affirmative Action Commission and Mayor's Office staff study the trends in appointments to City of Madison committees, commissions and boards in regard to gender, racial/ethnic minorities and people with disabilities.

BE IT FURTHER RESOLVED that the Common Council requests the Affirmative Action Commission and Mayor's Office staff to make recommendations regarding methodologies to improve the gender-balance of women, racial/ethnic minorities and people with disabilities in City of Madison committees, commissions and boards.

BE IT FINALLY RESOLVED that the Common Council requests an annual report at the first Common Council Meeting in February on the balance of gender, racial/ethnic minorities and people with disabilities balance on City of Madison committees, commissions and boards.





# CITY OF MADISON COMMITTEE APPOINTMENT APPLICATION

ALL INFORMATION ON THIS FORM IS PUBLIC RECORD

Committee members' names, addresses and home phone numbers are available on the City's committee website.

<b>Please return to:</b> Mayor's Office 210 Martin Luther King, Jr. Blvd., Rm. 403 Madison, WI 53703 Phone (608) 266-4611; Fax (608) 267-8671	Annual "Statement of Interests" form required? <input type="checkbox"/> Yes <input type="checkbox"/> No "Statement of Interests" form filed _____
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Date \_\_\_\_\_ ALD. DIST. \_\_\_\_\_ WARD \_\_\_\_\_

Referred by:  Self  Other \_\_\_\_\_

NAME \_\_\_\_\_  
(Last) (First) (MI)

HOME ADDRESS \_\_\_\_\_

MADISON ZIP + 4 \_\_\_\_\_ - \_\_\_\_\_ HOME PHONE # ( ) \_\_\_\_\_

EMPLOYER \_\_\_\_\_

OCCUPATION \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

BUSINESS PHONE # ( ) \_\_\_\_\_ FAX # ( ) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ CELL PHONE # ( ) \_\_\_\_\_

**COMMITTEES OF INTEREST TO YOU:**

(List no more than 3 committees - please be specific)

Committee Code (Office Use Only)

- |          |       |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |

**CURRENT COMMITTEE SERVICE:** (Please list any City of Madison boards, committees or commissions on which you are currently serving - include ad hoc or subcommittee activities.)

Committee Code - Position (Office Use Only)

- |          |       |                     |
|----------|-------|---------------------|
| 1. _____ | _____ | Term Expires: _____ |
| 2. _____ | _____ | Term Expires: _____ |
| 3. _____ | _____ | Term Expires: _____ |

-over-

Why do you feel you are qualified for this position?

What work experience or other experience with civic involvement (such as neighborhood associations) do you have which will be beneficial in carrying out the responsibilities of this position?

In what other activities or organizations are you currently involved?

Do you reside in the city of Madison?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a registered voter?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you hold an elective or appointed public position or office?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what position or office? _____		

**VOLUNTARY INFORMATION:  
Statistical Data**

Gender:	<input type="checkbox"/> Male	Race:	<input type="checkbox"/> African American
	<input type="checkbox"/> Female		<input type="checkbox"/> Caucasian
			<input type="checkbox"/> American Indian-Alaskan Native
Age:	<input type="checkbox"/> 18 - 54		<input type="checkbox"/> Asian Pacific Islander
	<input type="checkbox"/> 55+		<input type="checkbox"/> Hispanic
			<input type="checkbox"/> Other: _____
Disability:	<input type="checkbox"/> No		
	<input type="checkbox"/> Yes		

**SIGNATURE OF APPLICANT** \_\_\_\_\_

Please attach a current resume if available.

For committee information, visit <http://www.cityofmadison.com/mayor/mycommit.html>

*Thank you for your interest in serving on a City of Madison board, committee or commission.*



# BOARD, COMMISSION AND/OR COMMITTEE APPOINTMENT APPLICATION

ALL INFORMATION ON THIS FORM IS PUBLIC RECORD

Ald. Dist./Ward: \_\_\_\_\_ Date: \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ ZIP + 4: \_\_\_\_\_

Home Phone\*: \_\_\_\_\_ Work Phone\*: \_\_\_\_\_

Employer \_\_\_\_\_

Occupation \_\_\_\_\_

E-mail: \_\_\_\_\_

FAX\*: \_\_\_\_\_ Cell Phone\*: \_\_\_\_\_

\*(INCLUDE AREA CODE)

Boards/Commissions/Committees of Interest to You: (List no more than 5.)

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

Comm. ID (Office Use Only)

Current Committee Service: (List Mayoral appointments only.)

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Comm. ID/Pos - Exp. Date

Qualifications for Appointment:

Education, Work Experience and/or Civic Background:

Public Service and/or Civic Involvement:

[Empty box for Public Service and/or Civic Involvement]

Do you reside in the city of Madison?  Yes  No
Do you hold an elected or appointed public position or office?  Yes  No
If "Yes," what position or office? \_\_\_\_\_

How did you learn of this vacancy?

- City Website (www.cityofmadison.com)
Television/Radio
Referred by City Alder
Referred by City Employee
Referred by Board/Commission/Committee Member
Community Agency, specify:
Newspaper, specify:
Other, specify:

SIGNATURE OF APPLICANT: \_\_\_\_\_
If available, attach a resume. For more information, visit www.cityofmadison.com/mayor/mycommit/

Please return to: MAYOR'S OFFICE, 210 MARTIN LUTHER KING JR BLVD RM 403, MADISON WI 53703, Phone (608) 266-4611; Fax (608) 267-8671
Annual "Statement of Interests" form required? Yes No
"Statement of Interests" form filed \_\_\_\_\_

VOLUNTARY DATA

The City of Madison has adopted an Affirmative Action Ordinance in compliance with Federal law. The disclosure of the following information is voluntary and allows us to meet Federal Title VI guidelines to encourage full participation from all members of the community to judge the effectiveness of our outreach efforts to reflect the diversity in the community. The information will be used in accordance with City of Madison policies and ordinances, and State and Federal law, which forbids discrimination based on this information.

RACIAL AND/OR ETHNIC HERITAGE:

- White (not of Hispanic Origin): All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
Black or African American (Not of Hispanic Origin): All persons having origins in any of the black racial groups of Africa.
Hispanic or Latino (All Races): All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
Asian or Pacific Islander: All person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
American Indian or Alaskan Native: All persons having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
Other (Specify): \_\_\_\_\_

GENDER: Male Female

DATE OF BIRTH: \_\_\_\_\_

DISABILITY STATUS:

Yes No

The City of Madison considers a person with a disability anyone who meets the definition under either the American With Disabilities Act or the Wisconsin Fair Employment Act: specifically, individuals who (1) have a physical or mental impairment which makes achievement unusually difficult or limits the capacity to work; (2) have a physical or mental impairment which substantially limits one or more of such persons' major life activities; (3) are regarded as having a disability; or (4) have a record of such a disability.

(Voluntary) Are you a member of any of these other protected groups: color, religion, national origin or ancestry, arrest or conviction record, marital status, familial status, the fact that an individual is a student, physical appearance, sexual orientation, political beliefs, source of income, or less than honorable discharge from the military?

If you believe this membership will provide you with added insight that will benefit the board, commission or committee you are applying for, please specify the protective group and the reasons why you believe this will be beneficial: \_\_\_\_\_